

Afterschool Snack Program (ASP) On-site Monitoring Form

Each ASP must be reviewed twice per year. The first review must be conducted within the first four weeks of the ASP operation. The second review must be conducted sometime during the remainder of the ASP operation. A copy of this form must be kept on file for auditing purposes.

☐ First review: _____
☐ Second review: _____
☐ Follow-up review: _____

School food authority: _____ ASP site: _____

Reviewer name: _____ Date of review: _____

Person interviewed: _____

Name

Title

Days of operation: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

Is the site area eligible? ☐ Yes ☐ No

Does the district participate in [Healthy Food Certification \(HFC\)](#)? ☐ Yes ☐ No

Snack menu observed (*include components and serving size*):

Serving time: _____

Number of students
in attendance: _____

Number of
students served: _____

All Sites (Area Eligible and Non-Area Eligible)			
Answer each question below for ALL sites (area eligible and non-area eligible).	Yes	No*	Comments
1. Does the afterschool care program offer educational or enrichment activities?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are the menus shared with appropriate staff?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Were all meal components available to all students?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Did all students take both components of the snack?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Does the observed snack line provide an accurate count at the point of service?	<input type="checkbox"/>	<input type="checkbox"/>	
6. Does the counting procedure comply with the collection procedure submitted to the Connecticut State Department of Education?	<input type="checkbox"/>	<input type="checkbox"/>	
7. Is only one snack per children per day claimed?	<input type="checkbox"/>	<input type="checkbox"/>	
8. Are production records completed for each day?	<input type="checkbox"/>	<input type="checkbox"/>	
9. Do production records document that menus meet component and serving size requirements?	<input type="checkbox"/>	<input type="checkbox"/>	
10. If the district participates in HFC, do all snacks comply with the Connecticut Nutrition Standards ? Enter "NA" if not HFC district.	<input type="checkbox"/>	<input type="checkbox"/>	
* A "No" answer requires corrective action. A follow-up review must take place within 30 days due to noncompliance.			

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Non-area Eligible Sites Only			
Answer the questions below ONLY for non-area eligible sites.	Yes	No*	Comments
1. Does the meal count system prevent overt identification of student eligibility status?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are students claimed in the correct eligibility category?	<input type="checkbox"/>	<input type="checkbox"/>	
3. How does the counter/cashier receive the names of free and reduced-eligible students?			
* A "No" answer requires corrective action. A follow-up review must take place within 30 days due to noncompliance.			

Corrective action required (*Describe below*):

Date correction action due:

Signature of reviewer: _____ Date: _____

Signature of person interviewed: _____ Date: _____

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For more information, refer to the Connecticut State Department of Education's (CSDE) *Afterschool Snack Program Handbook* and visit the CSDE's *Afterschool Snack Program* webpage, or contact the *school nutrition programs staff* in the CSDE Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This form is available at <https://portal.ct.gov/-/media/SDE/Nutrition/ASP/Forms/MonitoringFormASP.pdf>.

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- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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